

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent Via Electronic Mail

September 5, 2019

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PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: SECONDARY CRITERIA FOR FIRE DEPARTMENT H-30 CAPTAIN FIRE SUPPRESSION, H-32 CAPTAIN DIVISION OF FIRE PREVENTION AND INVESTIGATION AND H-33 EMS CAPTAIN.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **September 16, 2019 at 2:00 p.m.** in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Attachment

Cc: Chief Jeanine R. Nicholson, Fire Department
Deputy Chief Jose Velo, Fire Department
Deputy Chief Victor Wyrsh, Fire Department
Micki Callahan, Department of Human Resources
Dave Johnson, Department of Human Resources
Jeanne Buick, Department of Human Resources
Jesusa Bushong, Fire Department
Commission File
Commissioners' Binder
Chron

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 11


STAFF REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Numbers: _____ - _____
2. For Civil Service Commission Meeting of: **September 16, 2019**
3. Check One:
Ratification Agenda
Consent Agenda
 Regular Agenda
Human Resources Director's Report
4. Subject: **Secondary Criteria for Fire Department H-30 Captain Fire Suppression, H-32 Captain Division of Fire Prevention & Investigation and H-33 EMS Captain**
5. Recommendation: **Adopt proposed Secondary Criteria**
6. Report prepared by: **Dave Johnson** Telephone number: **415.557.4871**
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: 
Date: **8/29/19**
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC RECEIPT STAMP



San Francisco Fire Department Notification List
Secondary Criteria for H030, H032 and H033

Chief Jeanine Nicholson
Chief of Department
698 Second Street, 2nd Floor
San Francisco, CA 94107-2015
jeanine.nicholson@sfgov.org

Chief Victor Wyrsh
Deputy Chief, Operations Division
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Chief Jose Velo
Deputy Chief, Administration Division
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Jesusa Bushong
Departmental Personnel Officer
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Micki Callahan, Human Resources Director
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1 South Van Ness Avenue, 4th Floor
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Dave Johnson
Manager, Public Safety Team
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Jeanne Buick
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Jeanne.buick@sfgov.org



MEMORANDUM

DATE: August 23, 2019
TO: The Honorable Civil Service Commission
THROUGH: Micki Callahan 
Human Resources Director
FROM: Dave Johnson
Public Safety Team Manager
SUBJECT: **Secondary Criteria for H030 Captain Fire Suppression, H032 Captain Division of Fire Prevention and Investigation and H033 Captain Emergency Medical Services**

Background

Under Civil Service Commission (CSC) Rule 313.2.1, any secondary criteria that will be considered by the appointing officer during a promotional selection process for a uniformed rank of the San Francisco Fire Department must be approved by the CSC prior to issuing the job announcement for the respective rank.

The selection process begins following approval of the criteria, and includes posting the eligible list for inspection and subsequent adoption. Individuals from the eligible list are then certified to the appointing officer and considered for appointment in accordance with the provisions of CSC Rule 313. The appointing officer utilizes the approved secondary criteria during the final selection process.

Authority/Standards

Rule 313.2.1 states that: "... For further clarification, prior to the issuance of any job announcement, secondary criteria shall be presented to the Civil Service Commission for its approval in advance and will be discussed in open session with all parties interested."

Rule 313.3.4 states that: "... (5) Selection of an eligible within the grouping shall be made under the authority and direction of the appointing officer. (6) The appointing officer shall develop secondary criteria to guide the selection process. (7) Secondary criteria may include, but need not be limited to experience(s), training, and employment history. (8) Secondary criteria shall be job related. (9) Secondary criteria shall not be based on relationship, race, religion, gender, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, or other non-merit factors or otherwise prohibited nepotism or favoritism."

Discussion

Consistent with the CSC Rules, and in consultation with the San Francisco Fire Department, the Human Resources Director has developed secondary criteria specified below to include in the announcements for upcoming selection processes for H030 Captain Fire Suppression, H032 Captain Division of Fire Prevention and Investigation and H033 Captain Emergency Medical Services.

When making appointments, the Appointing Officer will consider the following secondary criteria: length and variety of Fire Department experience, training and education, completion of State Fire Marshal courses or equivalent, and disciplinary record.

Recommendation

Adopt the report and approve the secondary criteria.

c: Anna Biasbas, Employment Services Director